

Privacy Notice

Registrars Service



This Privacy Notice is designed to help you understand how and why the Registrars Service processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

Who are we?

North Yorkshire County Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR) for civil partnership registrations and can be contacted at Harrogate Register Office, Bilton House, 31 Park Parade, Harrogate, HG1 5AG.

The Superintendent Registrar is the Data Controller for birth, marriage and death registrations and can be contacted at Harrogate Register Office, Bilton House, 31 Park Parade, Harrogate, HG1 5AG.

The Registrar General for England and Wales is a Joint Data Controller for birth, marriage, death and civil partnership registrations and can be contacted at the General Register Office, Trafalgar Road, Southport, PR8 2HH.

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
01609 53 2526

What personal information do we collect?

As part of the registration process the Council will collect personal information such as name, address and contact details and may indirectly collect 'Special Category Data' (see definitions) about you. For example your sexual orientation (for civil partnerships), racial or ethnic origin (when recording nationality), and religious or philosophical beliefs (ceremony details). In some cases we may need to record details of any gender changes if required to do so by a Court.

Why do we collect your personal information?

Personal information is collected from you in order to register an event and is required by law.

Personal information may also be collected from you if you are make an application to this office, for example for a certificate or to correct information contained in a register entry.

Who do we share this information with?

The information you provide will be held and processed by registration officers for this registration district and may be shared with other districts where appropriate. For example via birth and death declarations where the event occurred in another district or via notices of marriage where a marriage is taking place in another district

Indexes for events registered at this office are publicly available in order to help members of the public identify the registration record they might need. Indexes are available in paper format.

A copy of the information collected by a registration officer will also be sent to the Registrar General for England and Wales so that a central record of all registrations can be maintained.

Registration information held at this office may be shared with other organisations in the course of carrying out our functions, or to enable others to perform theirs.

A copy of any register entry will be provided by this office in accordance with the law to any applicant, provided they supply enough information to identify the entry concerned and pay the appropriate fee. The copy may only be issued in the form of a paper certified copy (a “certificate”). An application for a certificate may also be made to the General Register Office.

We will only share information where there is a lawful basis to do so for the following reasons:

1. Statistical or research purposes
2. Administrative purposes by official bodies e.g. ensuring their records are up-to-date in order to provide services to the public
3. Fraud prevention or detection, immigration and passport purposes

Further information on data held by the registration service and a full list of the organisations with whom registration data is shared, the purpose and the lawful basis for sharing the data is available upon request.

What is the ‘Tell Us Once’ Scheme?

Tell Us Once is a service that lets you report a death to most government organisations in one go.

This service is provided by the Department for Work and Pensions (DWP) on behalf of Government. The service is a voluntary service which you have elected to use and are giving your consent to the use of the data you provide. The service is administered in North Yorkshire, for DWP, by the County Council Registrar for the notification of Deaths only.

When you tell the registrar about a death they will send it to DWP. The Council does not keep a copy of the data that is submitted neither is it retrievable by Council once submitted it.

Please note that the Council does not use the Tell Us Once scheme for its own internal records/databases.

For more information about the Tell Us Once service please see the DWP website here: <https://www.gov.uk/after-a-death/organisations-you-need-to-contact-and-tell-us-once>

How long do we keep your information for?

Registration information is retained indefinitely as required by law.

What is our lawful basis for processing your information?

The information provided to us will be processed under the legal basis of Legal Obligation.

The main legislation which governs the collection of registration information is the Births and Deaths Registration Act 1953, the Marriage Act 1949 and the Civil Partnership Act 2004.

You may be legally by obliged these acts, and other pieces of legislation, to provide certain pieces of information. If you fail to provide information you are required to give us you may, amongst other things, be liable to a fine, or we may not be able to provide the service you are applying for, such as a marriage or a civil partnership.

For More information about how the County Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).